

# INFORMATION REPORT INFORMATION REPORT

## CENTRAL INTELLIGENCE AGENCY

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COUNTRY	Bulgaria	REPORT	
SUBJECT	Promproekt, the Institute for Industrial Planning	DATE DISTR.	10 June 1955 25X1
		NO. OF PAGES	5
DATE OF INFO.		REQUIREMENT NO.	RD
PLACE ACQUIRED		REFERENCES	25X1
DATE ACQUIRED			

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### General

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1. The predecessor of the Institut Za PProektirane Promishleni Predpriyatiya (Promproekt; Institute for the Planning of Industrial Enterprises) was Indproekt, which was established in the second half of 1948 and which functioned under the control of the Ministry of Industry. When the Ministry of Industry was divided in 1952 into the Ministry of Heavy Industry and the Ministry of Light Industry, the name Indproekt was changed to Promproekt, and the Institute was placed under the control of the Ministry of Heavy Industry, although its sphere of operation extends also into the planning of light industrial enterprises.
2. Since the beginning of 1955, Promproekt has been located in a new 4-story building at 16 Ul. Ivan Vazov. Its present personnel numbers over 400 persons, 80 percent of whom are technical employees (civil engineers, machine and mine engineers, and draftsmen), and the remainder are administrative employees. The development of Promproekt is reflected in the four-fold increase in personnel, which numbered only 150 in 1950.

### Organization

3. Promproekt is divided into three principal divisions: two technical, called directorates, and one administrative. Both the directorate for mines and heavy industrial planning and the directorate for light industrial planning are headed by a director, and the administrative division is headed by a deputy director general, all subordinate to the director general (Glaven Direktor) of Promproekt. The actual management of the Institute is in the hands of the two technical directors; the head of Promproekt, although a civil engineer, participates only to a limited extent in the work and management of the technical branches.
4. Apart from the two technical directorates is an independent section (Poveriteln Sektor; Confidential Section), whose operations are kept secret. This

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section plans air raid shelters for industrial enterprises. It employs on a part-time basis, 15 to 20 trusted persons who, although permanently assigned to other technical departments, are switched to the confidential section as needed.

5. The technical directorates are divided into departments (Otdeli), which are subdivided into sections (Sektori) and groups (Grupi). The group, with a staff of four or five persons engaged in planning a single objective, is the smallest technical unit in Promproekt.

#### Directorates for Mines and Heavy Industrial Planning

6. The directorate for mines and heavy industrial planning (Direktsiya Dobivna Promishlenost)<sup>2</sup> is divided into five departments: Mines (Minen), Low Buildings (Nizki Stroezi), Construction (Stroitelenn), Technological (Tekhnologicheskii), and Accounts (Smetki). The structure of the directorate for light industrial planning, except for the department of mines, is identical with that of the directorate for mines and heavy industrial planning.
7. The department for mines was established in April or May of 1954 and has a staff of approximately 35 employees.
8. The Low Buildings Department plans the internal rail sidings and road and water connections with main lines. It has two sections, one for ground surveys of building sites (Prouchvanie) and one for preparing construction plans (Proektantski).
9. The Construction Department also has two sections, one for calculating statistics (Stroitelenn)<sup>3</sup> and one for architectural planning (Arkhitekturen).
10. The technological department has the following five sections:
  - a. Preparation of technological plans for factories to be built (Tekhnologii<sup>4</sup>);
  - b. Installation of machinery (Mashinen);
  - c. Preparation of steam supply, heating, and ventilation (Instalatsii);
  - d. Planning of canalization and water supply (Vodoprovod i Kanalizatsiya);
  - e. Planning of electrical installations of factories (Elektro<sup>5</sup>).

#### Administrative Division

11. The Administrative Division is divided into the following departments and sections:
  - a. Planning Department of work assigned to the technical directorates (Planov);
  - b. Department for Labor, Norms, and Wages (Trud, Normi, Zaplati);
  - c. Accounts Department (Schetovodstvo);
  - d. Personnel Department (Kadri);
  - e. Correspondence Section (Ekspeditsiya<sup>6</sup>);
  - f. Section for Internal Administration (Domakinstvo);
  - g. Duplication Section (Kopirovaniya);
  - h. Archives (Arkhiv), where a copy of every Promproekt plan is filed;
  - i. Confidential Archives (Poveritelnii Arkhiv);
  - j. Library (Biblioteka), which consists principally of technical books and publications.

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Planning Procedures

12. The State Planning Commission (Durzhavna Planova Komisiya) rules upon all plans for industrial development, whether they be for new factories or expansion of existing ones. The outline of an approved plan is forwarded to the Ministry of Heavy Industry and the Ministry of Light Industry respectively, which in turn pass them to Promproekt for detailed plans.
13. Promproekt's planning work is done in these three stages:
  - a. Preparation of a general draft plan (Ideen Proekt) in two copies, one of which is sent to the Ministry concerned, where a special commission examines it for approval; a Promproekt representative who participated in the preparation of the draft also participates in the commission's deliberations;
  - b. If the draft plan is approved, it is returned to Promproekt for preparing a more detailed technical plan (Tekhnicheski Proekt); the same staff which prepared the original draft executes the technical plan, which is made up in five copies: three copies to the "investor", one copy to the Ministry, and one copy to the Promproekt archives; and
  - c. The third and final stage is the preparation of detailed plans for completion of the planned factory (Rabotni Chertezhi).
14. Promproekt plans are prepared one year in advance of the planned execution of the projects. A time limit, usually the middle of the year, is set for completing the plans and sending them to the Ministry. In 1954 the time limit for the technical plan was 1 August, and for 1955 it will probably be 1 July. The final detailed plan is completed after the technical plan and before the end of the year.

Grades, Wages, and Norms

15. The technical personnel of Promproekt are graded on the basis of the following scales:
  - a. Draftsmen (Chertozhniki), grade A and B;
  - b. Technicians (Tekhnitsi) (graduates of technical secondary schools), grade A, B, and C;
  - c. Planners (Proektanti) (engineers and senior technicians), grade A, B, and C;
  - d. Chief Planners (Starshi Proektanti), grade A and B;
  - e. Group heads (Rukovoditeli Na Grupi), grade A and B;
  - f. Section heads (Rukovoditeli Na Sektori);
  - g. Department heads (Rukovoditeli Na Otdeli); and
  - h. Division heads (Direktori).
16. The difference between the wages of the various grades is 80-100 leva per month. Approximate monthly salaries of selected personnel are as follows:
 

a. Draftsman, grade A	420 leva
b. Group head, grade B	890 leva
c. Section head	1,200 leva
d. Department head	1,300 leva
e. Division head	1,400 leva

All personnel working in Sofia receive an additional allowance of ten percent and the usual family allowance of 12 leva per month for each child. Taxes and other deductions amount to approximately ten percent of the gross salary.

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17. Draftsmen work on the basis of fixed norms, which are calculated per square decimeter and per density of lines drawn on the drafts. Most engineers' work is also classified by norms, although individual norms are established for those cases which do not fall into any of the available categories. While the cash bonus for overfulfillment of norms is theoretically unlimited, it can in reality never exceed three-quarters of the gross salary. Most employees earn no more than their basic salary; only a few specially talented persons are able, with great physical effort, to earn bonuses of one-half of three-quarters of their basic salaries. Engineers who are not working under norms may receive a bonus once a year, if their work is judged to be of special merit, such as having made economies in building materials. Section heads and higher may earn a bonus only if Promproekt has fulfilled its yearly plan.

#### Security Procedures

18. Office hours at Promproekt are 8 a.m. to Noon and from 1:30 to 3:30 p.m. All employees must leave the building at 3:30 p.m., unless staff meetings are to take place. Employees who wish to work in the building after regular hours must first obtain permission from their superiors and, indirectly, from the director.
19. Before leaving an office, the employees must remove all papers from their desks and lock them in cupboards and drawers. Papers marked "confidential" must be put into a wooden case and handed over to the "confidential" archives overnight. The head of the confidential archives, an official of the State Security (Durzhavna Sigurnost) whose salary is paid by Promproekt, is also responsible for classifying all material handled by Promproekt. In general, all factory plans which contain the location of the factory and all road-building plans are classified "confidential." The confidential archives are equipped with file cabinets made of sheet iron in which the wooden cases are kept overnight. The room itself has an iron door, and the windows are made secure with iron gratings.
20. Each employee receives from the personnel department an entry permit which bears his photograph, and the permit must be revalidated every six months. If requested by the doorman, the employee must present his permit when entering or leaving the building. Although briefcases of employees entering the building have been searched occasionally, no searches whatever are made on employees who leave at the end of the regular working day. No cases of body searches are known.
21. The Promproekt building is guarded at night by one man who sits at the entrance on Ul. Ivan Vazov. A telephone operator is also on duty at night at the switchboard, which is located on the ground floor near the staircase. Prior to 1955 the building was guarded by uniformed policemen.

#### Personalities

22. Slavchev (fnu), director general of Promproekt since 1953 [redacted]
23. Karaivanov (fnu), head of the directorate for mines and heavy industrial planning [redacted]

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#### Comments:

1. Probably Promishleno Proehtanska (Organizatsiya) - Industrial Planning (Organization).
2. Literally; Extractive Industry Directorate.
3. Possibly, Statistichen.

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4. Possibly Tekhnologichesk1.
5. Possibly Elektrichesk1.
6. Possibly Korespondentsiya.

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